

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

1710.15

11/10/93

SUBJ: PUBLICATIONS MANAGEMENT

- 1. PURPOSE.** This order prescribes responsibilities and criteria for the planning, preparation, clearance, and management of FAA publications.
- 2. DISTRIBUTION.** This order is distributed to the branch level in Washington, regions, and centers with a limited distribution to all field offices and facilities.
- 3. CANCELLATION.** Order 1710.14, Annual Report on FAA Publications, March 1986, is canceled.
- 4. BACKGROUND.** Publishing is the primary means by which the agency meets its responsibility under existing laws for informing Congress, the aviation community, and the public-at-large of its operational activities. The Joint Committee on Printing, operating under the authority of Title 44, U.S. Code, directs Government agencies to establish and maintain a program governing the preparation and production of Federal publications.
- 5. FORMS AND REPORTS.** Appendix 1 contains FAA Publications Review (RIS: 1320-2) to be used to identify on an annual cycle publications issued by your office. This includes periodicals (both internal to FAA and external) and non recurring publications, e.g. reports, studies, and manuals.
- 6. RELATED PUBLICATIONS.** Use the latest edition of the following references in the preparation of agency publications:
 - a. Order 1720.36, Procedures for Printing, Duplicating, and Copying.
 - b. Order 1730.8, FAA Graphic Standards.
 - c. Order 1740.4, Photographic Services.
 - d. Order WA 1730.1, Visual Art Services in Washington Headquarters.
 - e. Order WA 1740.1, Photographic Services in Washington Headquarters.
 - f. Order 1350.15, Records Organization, Transfer, and Destruction Standards.
 - g. Order 1700.8, Standards for Preparing, Printing, and Distributing FAA Formal Technical Reports.
 - h. Order 0000.1, FAA Standard Subject Classification System.
 - i. United States Government Printing Office Style Manual.
- 7. INTERRELATIONSHIP WITH THE OFFICE OF PUBLIC AFFAIRS.** The office of Public Affairs (APA) is responsible for approving the release of informational material to the media and to the general public. This material may include, for example, press releases, brochures, posters, and magazines designed to inform the public-at-large of agency activities and policies. In addition, APA review may extend to publications produced by

offices, services, regions, and centers as part of their official function but which may also be released for sale to the public. APA coordinates the preparation and printing of all publications issued by its organization with the Office of Information Technology (AIT). In the regions and centers, the public affairs staff have similar responsibilities for approving informational material intended for the media and the general public.

8. RESPONSIBILITIES.

a. The Office of Information Technology:

(1) Develops and recommends standards and procedures needed to establish, operate, and improve the FAA publications system.

(2) Assures that FAA publications are prepared and produced in the most economical manner.

(3) Assures that technical advice and guidance are provided to agency personnel involved in the production of publications. This includes editing, graphics, printing, binding, micropublishing, duplicating, copying, and distribution.

(4) Reviews proposals for the establishment of new publications series to preclude duplication of published information.

(5) Requests Office of Management and Budget authorization when applicable.

(6) Ensures that published material conforms with this order.

(7) Maintains an index of FAA publications, excluding those controlled by existing orders.

(8) Conducts all operational liaison in Washington headquarters (through the Publications Services Division, M-48) on printing, micropublishing, binding, and distribution matters with the Joint Committee on Printing, Government Printing Office, the General Services Administration and other Government agencies, and nongovernment organizations.

(9) Assures the creation, maintenance, use, and disposition of FAA publication case files are in accordance with the latest version of order 1350.15, Records Organization, Transfer, and Destruction Standards.

b. Office, Services, Regions, and Centers. As the publication approval authority for their organizations, the heads of offices and services and their counterparts in the regions and centers:

(1) Have the authority to determine their own publishing requirements. These determinations are made in accordance with the agency's policies and with Government-wide regulations.

(2) Are responsible for the substantive content of their publications, both as to accuracy and conformity with objectives, plans, programs, policies, and procedures of the agency.

(3) Shall establish case files for each publication produced by their organization. These case files shall be maintained and disposed of in accordance with the latest version of order 1350.15, Records Organization, Transfer, and Destruction Standards.

9. PUBLICATIONS CRITERIA. The following criteria shall be applied to the issuance of a publication:

- a. It is essential to the administration of agency programs and mission.
- b. Expected benefits justify the cost of producing the publication.
- c. It does not duplicate other agency publications.
- d. It is prepared, produced, and distributed in the most economical manner.
- e. It does not contain information which conflicts with existing laws, regulations or expressed national aviation policy.
- f. Target audiences are properly identified (use appropriate FAA distribution codes) to avoid unnecessary printing and distribution costs.

10. RESPONSIBILITIES OF THE AUTHOR. The role of the author in developing and issuing a publication is to provide expertise in the subject matter, schedule the project, obtain preliminary approval, coordinate with each office having functional interest in the subject matter, and obtain the signature of the approving authority.


11. RESPONSIBILITIES OF THE EDITOR. The effectiveness of a publication depends on the skill of the editor in the office of primary responsibility. The editor evaluates the quality of the manuscript by ensuring the:

- a. Logical organization and presentation of ideas.
- b. Elimination of conflicting or inaccurate statements.
- c. Use of proper tone and style of writing.
- d. Correct titles, symbols, dates, addresses, abbreviations, etc.
- e. Correct format.
- f. Conformance with all editorial rules and standards prescribed in the U.S. - Government Printing Office Style Manual.

12. RESPONSIBILITIES OF USERS. Users who find a conflict in policy or content between FAA publications, duplication of material, or any other deficiency shall notify the originator of the publication in writing with an information copy to the IT Policy and Plans Division, AIT-400.

13. PUBLICATIONS REVIEW. A data base of publications information for purposes of management information and inventory control will be developed and maintained in accordance with the procedures described in Appendix 1, Publications Review.

14. SUPPLEMENTS TO THIS DIRECTIVE. Each office, service, region, and center will provide AIT-400 with one copy of any supplement to this order.

for 
Theron A. Gray
Assistant Administrator
for Information Technology

PUBLICATIONS REVIEW

This appendix provides the mechanism to identify certain agency publications and to develop a data base of such information for purposes of management information and inventory control referred to in paragraph 13. This process began with the issuance on November 18, 1992 of Notice 1320.113, FAA Publications Review (RIS:1320-2).

Definitions. For purposes of this review the following definitions, as given by the Office of Management and Budget, apply:

- a. Periodical (Recurring Publication). Any publication issued by a Federal agency annually or more often with a format, content, and purpose consistent in nature.
- b. Non-Recurring Publication (Pamphlet). Any publication issued by a Federal agency on a one-edition basis. This includes leaflets, bulletins, folders, books, booklets, reports, speeches, and similar non-recurring publications, including those reprinted on evidence of need to maintain inventory.

FAA Form 1320-1, FAA Publications Review, should be used for this collection activity to identify current FAA publications issued by your office. The form, which may be reproduced locally, will be stocked in the Office of Information Technology (AIT-400).

Schedule. Offices of Primary Responsibility shall identify all current FAA publications issued by their respective organizations within 45 days of receipt of this order. Input will be due to AIT-400 annually by April 1.

Responsibilities and Procedures.

- a. The Office of Information Technology will:
 - (1) Provide each submitting Office of Primary Responsibility (OPR) with a consolidated list of all publications submitted under this plan.
 - (2) Maintain a database with annual updates, which will also serve as input to Office of Management and Budget's annual Report on Obligations for Government Information Dissemination Products and Services.
 - (3) Provide advice and assistance as requested.
- b. The Office of Primary Responsibility, for any publication issued under the purview of this order, will:
 - (1) Provide the information requested on Form 1310-1, FAA Publications Review, using a separate form for each publication or publication series, and transmit them to AIT-400 annually by April 1.
 - (2) Institute a mechanism within its organization to monitor its publications activities, using the criteria in paragraph 9.

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Appendix 1**FAA PUBLICATIONS REVIEW**
(Return completed form to AIT-200)

(RIS:1310-2)

OPR (OFFICE OF PRIMARY RESPONSIBILITY) OR AUTHOR:		ROUTING SYMBOL:
		PHONE #
TITLE OF PUBLICATION:		
TOTAL NUMBER OF PAGES:		DATE OF ISSUANCE:
HOW PRODUCED: <input type="checkbox"/> Word Processing <input type="checkbox"/> Other _____ <input type="checkbox"/> Desk-top publishing		
PERSON-TIME DEDICATED TO PREPARATION OF PUBLICATION:		
TYPE OF PUBLICATION: <input type="checkbox"/> Internal <input type="checkbox"/> External		<input type="checkbox"/> Report <input type="checkbox"/> Study <input type="checkbox"/> Manual <input type="checkbox"/> Periodical <input type="checkbox"/> Other _____
FREQUENCY OF ISSUANCE: <input type="checkbox"/> Annually <input type="checkbox"/> Quarterly <input type="checkbox"/> Weekly <input type="checkbox"/> Semiannually <input type="checkbox"/> Monthly <input type="checkbox"/> Other _____		
NUMBER OF COPIES REQUIRED:		
ESTIMATE OF ANNUAL COST, IF KNOWN: STAFF \$ _____ CONTRACTOR \$ _____ PRINTING \$ _____ TOTAL: \$ _____		
DISTRIBUTION:		
SUBMITTED BY (BRANCH MANAGER OR ABOVE) NAME:		DATE SUBMITTED:
TITLE:		ROUTING SYMBOL:

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Appendix 1

FAA PUBLICATIONS REVIEW (Return completed form to AIT-200)

(RIS:1310-2)

OPR (OFFICE OF PRIMARY RESPONSIBILITY) OR AUTHOR: Statistical Analysis Branch		ROUTING SYMBOL: AMS-420
		PHONE # 202-724-0394
TITLE OF PUBLICATION: General Aviation Pilot and Aircraft Activity Survey Calendar Year 1990		
TOTAL NUMBER OF PAGES: 108	DATE OF ISSUANCE: January 1991	
HOW PRODUCED: <input checked="" type="checkbox"/> Word Processing <input type="checkbox"/> Desk-top publishing <input type="checkbox"/> Other _____		
PERSON-TIME DEDICATED TO PREPARATION OF PUBLICATION:		
TYPE OF PUBLICATION: <input checked="" type="checkbox"/> Internal <input checked="" type="checkbox"/> External		<input checked="" type="checkbox"/> Report <input type="checkbox"/> Study <input type="checkbox"/> Manual <input type="checkbox"/> Periodical <input type="checkbox"/> Other _____
FREQUENCY OF ISSUANCE: <input type="checkbox"/> Annually <input type="checkbox"/> Quarterly <input type="checkbox"/> Weekly <input type="checkbox"/> Semiannually <input type="checkbox"/> Monthly <input type="checkbox"/> Other <u>Triennially</u>		
NUMBER OF COPIES REQUIRED: 1,600		
ESTIMATE OF ANNUAL COST, IF KNOWN: STAFF \$ <u>2,200.00</u> CONTRACTOR \$ <u>21,232.00 (ERA)</u> PRINTING \$ <u>2,500.00 Estimated by M-482(OST)</u> TOTAL: \$ <u>25,932.00</u>		
DISTRIBUTION: ZMS-348F ZMA-411, FFS-1, DT-23E, DT-52C, DT-52K AMS-420, (250) CAP (280 Copies) GPO (50 copies) NTIS (50 copies)		
SUBMITTED BY (BRANCH MANAGER OR ABOVE) NAME: Steve Hopkins		DATE SUBMITTED: 10/28/1991
TITLE: Manager, Statistical Analysis Branch, AMS-420		ROUTING SYMBOL: AMS-420

FAA FORM 1310-1

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Appendix I**EXAMPLE****FAA PUBLICATIONS REVIEW**
(Return completed form to AIT-200)

(RIS: 1310-2)

OPR (OFFICE OF PRIMARY RESPONSIBILITY) OR AUTHOR: CLAUDETTE MCDANIEL		ROUTING SYMBOL: AMS-420
		PHONE # (202) 376-3706
TITLE OF PUBLICATION: FAA Administrator's Fact Book		
TOTAL NUMBER OF PAGES: 48	DATE OF ISSUANCE: first of month	
HOW PRODUCED: <input checked="" type="checkbox"/> Word Processing <input type="checkbox"/> Other _____		
<input checked="" type="checkbox"/> Desk-top publishing		
PERSON-TIME DEDICATED TO PREPARATION OF PUBLICATION: 5 days, 40 hours per month		
TYPE OF PUBLICATION: <input checked="" type="checkbox"/> Internal <input type="checkbox"/> Report <input type="checkbox"/> Study <input type="checkbox"/> Manual		
<input checked="" type="checkbox"/> External <input type="checkbox"/> Periodical <input checked="" type="checkbox"/> Other Pamphlet		
FREQUENCY OF ISSUANCE: <input type="checkbox"/> Annually <input type="checkbox"/> Quarterly <input type="checkbox"/> Weekly		
<input type="checkbox"/> Semiannually <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Other _____		
NUMBER OF COPIES REQUIRED: 7,600		
ESTIMATE OF ANNUAL COST, IF KNOWN:		
STAFF	\$ 4,000.	
CONTRACTOR	\$ 2,256.	
PRINTING	\$ 20,000.	
TOTAL:	\$ 26,256.	
DISTRIBUTION: A-WXYZE-3; FOF-0(STD)		
SUBMITTED BY (8F INCH MANAGER OR ABOVE)		DATE SUBMITTED:
NAME: Steve Hopkins		10/25/91
TITLE: Manager, Statistical Analysis Branch		ROUTING SYMBOL: AMS-420

FAA FORM 1310-1